

SAFETY PROCEDURES

Ohio Business College

Dayton, Ohio

Lock-Up

A building check to ensure that all entrances are locked, departments are secured, lights are off, coffee machine is turned off, and security alarm is set will be done by Kirk Mace, any Classroom Instructor, or the last Instructor of the day.

Emergencies & Evacuations

These individuals are responsible for initiating an emergency action plan such as fire, tornado, disturbances or other significant emergency:

Kirk Mace

Any Training Manager or Instructor

In the event of a Health Emergency:

- First Aid kits are located in the Ladies restroom cabinet and in the Education Office Clerk's cabinet.
- If the individual is experiencing a medical emergency, **CALL 911**.

In the event of a Fire Emergency:

- Fire extinguishers are located throughout the building & outside the building.
- Begin evacuation upon notification of a fire in the building. Staff & students should meet in the front parking lot.
- No one leaves the area until all have been accounted for.

In the event of a Tornado Threat:

- Everyone needs to immediately move to the breakroom area, keeping away from windows, entrances & exits. Stay until it is announced that it is safe to return to your work area.
- Instructors will be notified of a threat & to bring students outside in training to the building.

Security Procedures

Disturbances

Conduct deemed unlawful & conduct that endangers or threatens the security of Ohio Business College employees and/or students will not be tolerated and will immediately be reported to the local authorities.

- CALL 911
- A supervisor will write a detailed report of the incident and submit it to the VP, Human Resource.